

# **NEWPORT PUBLIC LIBRARY**

## **Board of Trustees**

### **Meeting Minutes**

**February 18, 2016**

**1. Call to order: President Michael Dawson called the meeting to order at 4:40 p.m. in the Rotary Board Room of the Newport Public Library.**

**Attendance: Jennifer Booth, Michael Dawson, Michael Dutton, Angel Gonzalez, David Gordon, Susan McCoy, Justin McLaughlin, Rita Slom and Library Director Anne Shepherd.**

**Excused: Linda Martin, David Reed**

**Absent: Chuck Flippo, Girard Galvin, Jessica Walsh**

**2. Amendment to the agenda:**

**There were no changes or additions to the agenda.**

**3. Secretary's Report:**

**Susan McCoy asked for changes or additions to the January 21, 2016 Board meeting minutes. Hearing none, she asked for a motion to accept the minutes as presented**

**Jennifer Booth made a motion to accept the minutes as presented. Michael Dutton seconded the motion. A roll call was taken. Jennifer**

**Booth, Michael Dawson, Michael Dutton, Angel Gonzalez, David Gordon, Susan McCoy and Rita Slom voted for the motion. There were no votes against. The vote was unanimous. The motion carried.**

**4. Finance Committee report:**

**The financial statement for January 2016 was reviewed. Both income was under budget as no state aid has been received so far this fiscal year. Expenses were over budget. Investments decreased by 3.3% in January.**

**5. President's report:**

**Michael Dawson reminded the Board that 3 Board members will finish their second terms and will be leaving the Board in September. He asked for suggestions for replacements. Several Board members recommended possible nominees.**

**6. Building and Grounds Report:**

**Michael Dawson reported that the door of the Friends Bookstore was moved to face the lobby. No new materials were needed to do the job. The public computers are now out of the former computer room and on the main floor of the library facing the reference desk.**

**7. Financial Development Committee report:**

**Susan McCoy announced the sponsor letters for this year's event have been mailed. The event has 4 sponsors and 1 donation so far. She asked the Board to suggest local businesses who may want to donate items to this year's silent auction.**

**The annual appeal has raised over \$14,000 so far with a goal of \$20,000.**

**The Gilded Age Tea is Saturday, February 20, from 2:00-4:00 pm at the Hotel Viking. Tickets are available at the door.**

#### **8. Friends of the Library:**

**Anne Shepherd announced that the Friends will be having a \$1 Booksale on March 18 thru March 23 in the Spring Street Lobby.**

#### **9. Director's Report:**

**Anne Shepherd distributed flyers for upcoming library programs and events. AARP's "Life Reimagined" for those thinking of retirement or recently retired and United Way/4H's "Young Minds in Motion" are two of the many upcoming noteworthy programs.**

#### **10. Old business:**

##### **a. Renovation update:**

**The new awning for the Friends Bookstore will be installed on February 22. This will add to the bistro feel that the library is trying to achieve in the lobby. The lower level offices and reconfiguration of the Friends work area are complete.**

#### **11. New business:**

##### **a. Meeting Room Policy:**

**Currently, the John Clark Children's Program Room has been made available to groups with young children as a meeting space. It has been increasingly difficult for outside groups to use the room due to an increase of the amount of library programming in the Children's Department which takes precedence over outside groups.**

**The Meeting Room Policy has been revised to limit the use of the John Clark Children's Program Room for children's library programs only. Outside groups may still use one of the other meeting rooms as needed. This change will take place on July 1, 2016, allowing groups who have already booked the room to use it.**

**Susan McCoy made a motion to revise the Meeting Room Policy. Jennifer Booth seconded the motion. A roll call was taken. Jennifer Booth, Michael Dawson, Michael Dutton, Angel Gonzalez, David Gordon, Susan McCoy and Rita Slom voted for the motion. There were no votes against. The vote was unanimous. The motion carried.**

## **12. Adjournment:**

**The meeting was adjourned at 5:15 pm**

**The next meeting is scheduled on March 17, 2016.**